

CAREER OBJECTIVE

I aim to secure a permanent position whereby I can utilising existing skills and abilities, in conjunction with the opportunity to undertake further training if required. I possess natural drive and determination, in association with a friendly, approachable and out-going personality.

Ideally I welcome a challenging work environment, working independently and/or as part of a motivated and results-oriented team.

With the desire to achieve and exceed all that is expected of me, I believe I would make an invaluable member of your institution.

PERSONAL DETAILS

Name: Andrew Jay
Address: 15 Olivella Street, Mansfield Qld 4122
Phone: (07) 3343 5705 or mobile 0402 138 010
Email: nique_73@hotmail.com
Marital Status: Married with a 1 year old son
Interests: Reading, Family time, Keeping fit

EDUCATION

	<u>Bachelor of Education</u> <i>University of Queensland</i>	2001
	<u>Certificate IV in Assessment and Workplace Training</u> <i>Russo Institute of Technology</i>	2001
	<u>Cultural Awareness Workshop</u> <i>Griffith University</i>	1999
	<u>Graduate Diploma of Human Resource Management and Industrial Relations</u> <i>Griffith University</i>	1996
	<u>Bachelor of Arts</u> <i>University of Queensland</i> Majors in Communication and History	1995
SECONDARY:	<u>Senior School Certificate</u> <i>Anglican Church Grammar School</i>	1992

KEY ATTRIBUTES

- Caring and understanding nature, especially for students with special needs
- Physically active and capable to assist with special needs students, e.g. lifting
- Empathy for students' learning difficulties to make changes for their specific needs
- Applied knowledge of workplace health and safety regulations and behavioural guidelines relevant to students
- Ability to interact on all levels from students, through to parents and fellow staff members
- Demonstrated effectiveness in teaching relevant curriculum in an interesting manner
- Ability to cope in demanding situations
- Pleasant and caring personality

EMPLOYMENT HISTORY

Jun 2006 - Present

Supply Teacher

Primary and Special Needs schools

- We had our first child in June 2005 and shift work in the security industry gave flexibility to share caring duties

Dec 2005 -May 2006

Security Officer

QHSS Security, Brisbane

- Specialising in hospitality and licensed venues

Jan 2005 - Nov 2005

Security Officer

Chubb Security, Brisbane

- Working at various office and industrial sites and also at Eagle Farm Races , other special event

Dec 2004

Recruitment Officer

Action Staff, Rocklea

- Finding employment for job-seekers within the area of industrial labour hire

Aug 2004 - Nov 2004

Tutor

Pre-university new college, Sunnybank

- Teaching primary age NESB classes

Jun 2004 - Nov 2004

Supply Teacher

Various schools, Brisbane

- Teaching primary and secondary schools students

Feb 2004 - Jun 2004

Teacher

Urangan State High School, Hervey Bay

- Teaching Humanities subjects Yrs 8-10
- Taught many 'at risk' students presenting major behaviour challenges (Reference 1)
- Taught 'special needs' students with serious learning difficulties successfully (Reference 2)

Jan 2003 - Feb 2004

Supply Teacher

Various schools, Brisbane

- Remaining flexible and highly adaptable to the subjects and grades taught to ensure age-appropriate learning
- Offering encouragement and support to students to assist with confidence building and personal self-esteem
- Liaising with parents and keeping them informed about their child's progress and relevant educational issues
- Providing students with a positive role model at all times

Feb 2002 - Dec 2002

Secondary School Teacher

Runcorn State High School

- Teaching English and Studies of Society and Environment (S.O.S.E.) to grades 8 to 10
- Demonstrating patience and sensitivity when dealing with students
- Listening to students and identifying areas they may need additional assistance in to ensure they attain sound comprehension and understanding of all subject matter
- Encouraging parents and the community to support the learning process

Aug 2001 - Jan 2002

Supply Teacher

Various Brisbane primary schools

- Remaining flexible and highly adaptable to the subjects and grades taught to ensure age-appropriate learning
- Offering encouragement and support to students to assist with confidence building and personal self-esteem
- Liaising with parents and keeping them informed about their child's progress and relevant educational issues
- Providing students with a positive role model at all times

Jan 1998 - Feb 2001

Tutor

University of Queensland, Griffith University and QUT

- Tutoring Indigenous undergraduate students in university communication and management subjects at Queensland University and QUT (Gardens Point and Kelvin Grove Campus).
- Displaying cultural awareness and respect for all students regardless of ethnic background
- Monitoring the progress of individual students and accommodating their specific learning needs at a pace appropriate to them

Jul 1997 - Jan 1998

Licensing Officer

Office of Consumer Affairs, Brisbane

- Registering Real Estate Agents, Auctioneers and Real Estate Salespersons
- Answering customer and industry inquiries, complaints and responding to feedback
- Undertaking administration duties, processing licence renewal applications, updating and filing records accurately and promptly
- Adhering to strict company policies and procedures
- Working effectively as part of a team, or independently and unsupervised as required

Jan 1997 - Jun 1997

Recruitment Officer

Department of Justice (Human Resource Services Branch)

- Processing appointments, engagements, transfers, terminations and other staffing movements within the Department ranging from base grade staff to senior executive management level
- Co-ordinating and distributing employee induction handout material
- Providing administrative support in all areas including keyboard, clerical, phone support and client inquiries
- Displaying a high level of efficiency within a deadline dominated environment

Jan 1993 - Jan 1997

Hospitality Industry Employment

Various clubs, pubs and entertainment venues

- Presenting a confident and professional image
- Remaining focused in busy and demanding situations
- Applying effective conflict and resolution techniques as required
- Complying with workplace health and safety standards at all times for the protection of both patrons and other staff members

REFEREES

Ms Kirsten Loader

Assistant Manager
Royal Exchange Hotel
Toowong
ph- 3371 2555
mob 0401 902 035

Mr Bol Dul

Office Manager
Action Staff
Rocklea
mob 0421 383 283

Mr Mannly Dubroy

Guidance Officer
Urangan S.H.S.
ph- 4125 5440

Ms Kath Wolski

Special Education HOD
USHS
ph. 4125 5440

Mr Sidney Mines

Sports Department
Runcorn State High School
Work: (07) 3341 0885
Mobile: 0416 177 251